

**In Person Teaching:** There is no way to make this option safe and free of COVID-19 risk. But, for students and families who need this approach, there are ways to minimize risks. Please continue to monitor state recommendations and CDC guidelines. These are just ideas we have created, but feel free to use them to improve them and create protocols which work best for your group.

## At Home Set Up

At Evolved we have mocked up possible protocols for this work. Here is where we have gotten these ideas to be:

- A sterile place to work for student(s) and tutor with seats set 6 feet apart and separated by a sneeze guard.
- A sterile bin for the tutor and other students to place their coats and belongings and shoes when they come into the home
- A place to handwash before each session
- Other members in space kept away from the tutor, safe access to a clean bathroom
- Creation of food safety and contamination protocols (best to have a 'no eating' policy during sessions)
- Separate, sterile materials and devices for each student and tutor
- Wi-fi access for all participants
- Air filter to turn over air in space where student(s) and tutor work
- Disinfecting protocols for spaces where student(s) and tutor work

Participants must participate in strict lifestyle commitments as well as COVID-19 monitoring:

- Participants must agree to consistent social distancing, testing, face mask wearing, handwashing, cleaning habits
- Creation of a POD for each student and tutor - monitored by the tutor and the client (again, pods are created by listing people who the student comes into contact as well as the people who those people come into contact - building list out as far as possible)
- Regular COVID-19 testing for all members of the POD
- Private car or walking transportation for tutor and children
- Temperature and symptom checks before each session by children and families and those in the POD

The challenge with creating PODS for in person tutoring is that tutors are part time workers and will possibly go into various homes increasing their PODs and your family and your child's risk of exposure to COVID-19; in addition, there is research to prove that indoors there is higher risk of COVID-19 transmission.

## At Office Set Up

In an office situation, it is the responsibility of the office to create a sterile, safe working environment - ideas for that are listed above.

The advantage of an office situation is that it is possible for a tutor or teacher to remain at one location full time and have students travel to the office location for sessions. This minimizes the student's exposure to other families and environments that the tutor works within. In this model, some unique protocols should be followed.

- Students should travel either by walking or in a way that minimizes risk of exposure to COVID-19. Thus, meeting in office locations close by apartments or homes is helpful
- Parents should drop off students at the door and not enter the work space in order to minimize the exposure
- 15 minutes should be scheduled in between each appointment in order to clean the space and keep clients away from each other
- Same protocols for testing, temperature and health checks, sterile bins for belongings, no shared materials (own electronic devices), handwashing before sessions, wearing of face masks and faceguards apply